HIRING PROCESS FUNCTIONS:

New Hire/Rehire
Approve/Review/Delete   Moved to JobX
Form I9 Compliance, Section 2

GENERAL FUNCTIONS:

Student Employees by Unit/Dep or Mail Code   Combination of JobX and SAP
Student Employee Information   Combination of JobX and SAP
Student Job and Earnings History   Combination of JobX and SAP
Student Alpha Search   Moved to JobX, Once hired look up will be on SAP

STUDENT PAYROLL FUNCTIONS:

TIME ENTRY
Supervisor Weekly Time Entry   Move to Manager Self
TIME ENTRY (STEP)   Service/SAP
Supervisor Approval of Student(s)Time Entry

PC Approval/Change of Student(s)Time Entry

SEO USE ONLY FUNCTIONS:

Tax Update W4/M4
Pay Reversal/Adjustment
SE Jobs Pending Approval

Approved SE Jobs List   Moved to JobX – SEO Office Only

WS Pending Jobs
WS Approved Jobs
WS Off-Campus Reset Timesheet Date

Review of Supervisor Evaluations

Review of Student Evaluations
Job Audit Report
I9 information Update
I9 Form and IPP Waiver Mail Code Change
I9 Location Mail Code Group Update

JOB MAINTENANCE FUNCTIONS:

Add/Change Supervisor(s) For Departmental Jobs
Add/Change Secondary Supervisor(s) For Work-Study Students
Check Destination Change

Distribution Change (Budget Line)   Pre-Hire adjustment made through JobX
Estimated Hours Per Week Change   Post-Hire adjustments made through
Pay Rate Change   Fiori App/ SAP
Terminations
Start/End Date Change
Group Rate/Distribution Change (Budget Line)

Evaluate Your Student(s)   Will be done through emailed surveys

MAIL CODE APPROVAL
Mail Code Approve To Pay   Obsolete
Mail Code Status

WORK-STUDY JOB FUNCTIONS:

Maintain Existing Work-Study Jobs

Create a New Work-Study Job   Moved to JobX

Create Outside Agency WS Job
Award Balance by Mail Code

STUDENT JOB SERVICE FUNCTIONS:

Post a Job   Moved to JobX
Manage your Job Posts

ISSO USE ONLY FUNCTIONS:

Permission To Work   Obsolete
ISSO Update